

**PROGRAM SERVICES
FEDERAL PROGRAMS DIVISION
HOME AND COMMUNITY-BASED SERVICES &
SELF-DETERMINATION PROGRAM**

DUTY STATEMENT

EMPLOYEE:

JOB TITLE: Community Program Specialist IV

POSITION #: 472-574-8351-001

POSITION DESCRIPTION: The Community Program Specialist (CPS) IV is responsible for implementation, administration and oversight of state activities related to the Self-Determination Program (SDP). The SDP provides participants and their families with an individual budget, increased flexibility and choice, and greater control over decisions, resources, and services and supports to implement their Individual Program Plan. The position is largely responsible for organizing and overseeing effective and timely technical assistance to regional centers and stakeholders and coordinating and communicating within the Department of Developmental Services (Department) and its partners on program updates and changes.

SUPERVISION EXERCISED: Supervises three CPS II staff.

SUPERVISION RECEIVED: Reports to, and under general direction of, the Program Manager, Self-Determination Program and Home and Community-Based Services (CEA, Level A).

EXAMPLES OF DUTIES:

Essential Job Functions:

- 35% Lead staff that develop and finalize documents and materials concerning the implementation, monitoring, and oversight of the SDP. Assist in identifying and resolving issues related to the implementation of the SDP. Analyze laws and Department policy and regulations; apply critical thinking to provide recommendations for programmatic improvement. Collect, compile, interpret and maintain data regarding the SDP. Develop and produce reports, as required, for executive management, stakeholders, and Centers for Medicare & Medicaid Services. Maintain and update website pages and monitor program email inboxes.
- 35% Oversee communication with all stakeholders, including state departments, regional centers, DDS workgroups/subgroups, internal teams, service providers, consumers and families. Coordinate with contractors and stakeholders regarding the SDP including coordinating continuous outreach as well as programmatic improvement via feedback loops with stakeholders, consumers and families. Develop materials, organize, and conduct training and/or webinars for regional centers, stakeholders, service providers, and consumers and families.

Essential Job Functions (cont'd):

20% Oversee ongoing training, and implementation of policies and best practices that ensure SDP delivered through the regional centers reflect the individual's preferences and goals.

Marginal Job Functions:

10% Coordinate Department functions and responsibilities as they relate to the above program. Such responsibilities include obtaining the approvals of Executive Management, as appropriate; development and administration of budget change proposals; development and coordination of required state and federal reporting related to SDP; and working with external entities and state agencies, as appropriate, to achieve program purposes.

WORKING CONDITIONS: Work is performed in an open-spaced, partitioned office environment. Some statewide travel is required. Must meet strict timelines for project completion and use a personal computer up to 50% to 75% of total office time.

DESIRABLE QUALIFICATIONS:

Knowledge of: The Department of Developmental Services; Lanterman Act and the Self Determination Program; HCBS Program Waivers and Medicaid (Medi-Cal) State Plans; Microsoft Office; principles of public administration; office management principles, methods and procedures; principles and practices of employee supervision.

Ability to: Think clearly and analyze problems of organization and management and take effective action; handle sensitive and confidential assignments with tact and diplomacy; work under pressure and time constraints; handle changing priorities; establish and maintain cooperative working relationships; communicate effectively; supervise the work of others.

CERTIFICATION OR LICENSE: None.

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.